

Claim Form Edit Table

July 1998

Definitions:

If Available - refers to data the lender may or may not have. If the lender has the data, it must be provided in the preclaims assistance request and/or claim package. If the lender does not have this data, the preclaims assistance request and/or the claim package will be processed.

Required - refers to data the lender must provide in the preclaims assistance request and/or the claim package. If the required data is not provided, the guarantor may follow up with the lender to obtain the required data.

Modify - refers to the action the guarantor may take if the required data to be provided by the lender is missing, incomplete and/or inaccurate. If the guarantor has complete or accurate data, the preclaims assistance request and/or the claim package will be processed with the guarantor's data. If the guarantor does not have the complete and/or accurate data, the guarantor must follow up with the lender to obtain the required data.

Clarify - refers to the action a guarantor must take if the required data to be provided by the lender is missing, incomplete, or inaccurate. In this case, the guarantor must follow up with the lender to obtain the required data.

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
SECTION I: CLAIM INFORMATION					
1	Claim Type	Must display an approved code as defined in the Claim Form instructions. Guarantor will use this code to decide how to review the claim based on the type. If this field is blank, the guarantor will attempt to identify the claim type based on documentation in the file.		Required	Modify
2	DCO	The date in this field must be greater than or equal to the disbursement date and less than today's date. If this field is blank, the guarantor will attempt to identify the claim DCO based on file documentation.	1	Required	Modify
3	Claim Review Type	As required by the guarantor.		If Available	

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
SECTION II: BORROWER INFORMATION					
4	Social Security #	The borrower Social Security # in this field must match the promissory note and the information on the guarantor database. If this field is blank, or does not match the promissory note and the guarantor's information, the guarantor will resolve the discrepancy by contacting the lender.		Required	Clarify
5	Name	This is the borrower's current name.		Required	Modify
6	AKA	If the name in field 5 does not match the guaranty certificate and the promissory note(s), the name which appears on these documents must be identified in this field. If any other AKA's are available, they should be reported.		If Available	
7	Address	Must be last known home address.	8	Required	Modify
8	Address Valid?	Must be last known condition. If this field is left blank, and field 7 is completed, the guarantor will assume that the value is "Y". If this field and field 7 are both blank, the guarantor will assume that the value is "N".	7	If Available	
9	Home #	Must be last known home phone listing.		If Available	
10	Valid?	Must be last known condition. If this field is left blank, and field 9 is completed, the guarantor will assume that the value is "Y". If this field and field 9 are blank, the guarantor will assume that the value is "N".	9	If Available	
11	Other #	Must be last known phone listing other than those previously requested.		If Available	
12	Valid?	Must be last known condition. If this field is left blank, and field 11 is completed, the guarantor will assume that the value is "Y". If this field and field 11 are blank, the guarantor will assume that the value is "N".	11	If Available	
13	Work #	Must be last known work number.		If Available	
14	Valid?	Must be last known condition. If this field is left blank, and field 13 is completed, the guarantor will assume that the value is "Y". If this field and field 13 are blank, the guarantor will assume that the value is "N".	13	If Available	
15	Employer	Must be last known employer.		If Available	

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
SECTION III: LOAN INFORMATION Data in fields 16, 17, and 18 to determine the loan(s) being claimed by the lender.					
16	Loan Type	Must match guaranty certificate and promissory note for each loan identified. If field is blank, the guarantor must obtain clarification from the lender to determine the correct loan(s) and type(s).	17	Required	Clarify
17	Loan ID	Must match guaranty certificate and promissory note for each loan identified. If field is blank, the guarantor will use data in fields 16 and 18 to obtain data from guarantor database.	16, 18	Required	Modify
18	1st Disb Date	Must be disbursed within established guidelines for each loan identified. If field is blank or does not match the guarantor's information, the guarantor must obtain clarification from the lender to determine the correct disbursement date.	17	Required	Clarify
19	\$ Curr Prin Bal	Must list the current principal balance for each loan identified.		If Available	
20	Dt Loan Sold	For each loan purchased from another lender, provide the date the loan was purchased. If the loan was not purchased from another lender, enter zeroes.		Required	Modify
21	Dt Servicer Resp	For each loan, provide the date the current servicer assumed responsibility for servicing the loan. If the loan is not assigned to a servicer, enter zeroes.	54	Required	Modify
22	Int Rate/Type/ Conv Dt	Must be current interest rate/type/interest rate conversion date (if conversion due to HEA '86/'92 rebate requirements) for each loan identified. If field is left blank or does not match the guarantor's information, the guarantor must obtain clarification from the lender to determine the correct interest rate/type of loan(s) identified as claimed using data in field 17. The guarantor may use data available to determine conversion date.	17	Required	Clarify Modify
23	\$ Uninsured Interest	Must enter total amount of capitalized or unpaid uninsured interest for each note. This field is Required if fields 47 and/or 51 are completed. This information will be used for collection after default purposes only.	47, 51	Required	Modify

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
SECTION IV: ENDORSER, COMAKER/PLUS STUDENT INFORMATION					
24	Loan ID	Must be completed for the loan which identifies the endorser/comaker. If fields 25 and 26 are completed, this field is required. If this field is blank, and fields 25 and 26 are completed, the guarantor will attempt to match the endorser/comaker identified by fields 25 and 26 with the promissory note(s) in the file.	25, 26	Required	Modify
25	E/C/S Code, ID #	Must display an approved code as described in the Claim Form instructions. If fields 24 and 26 are completed, this field is required. If blank, and fields 24 and 26 are completed, the guarantor will attempt to match the endorser/comaker identified by fields 24 and 26 with the promissory note(s) in the file.	24, 26	Required	Modify
26	E/C/S Name	Must be the E/C/S for loan identified, and match the promissory note for the loan identified. If fields 24 and 25 are completed, this field is required.	24, 25	Required	Modify
27	Social Security #	Must be the Social Security # for the E/C/S on the loan identified. This field is required only if there is an endorser or comaker.	24, 25	Required*	Modify
28	Address	Must be the last known address for the E/C/S on the loan identified. This field is required only if there is an endorser or comaker.	24, 25	Required*	Modify
29	Valid?	Must be the last known condition. If this field is blank, and field 28 is completed, the guarantor will assume that this field is "Y". If field 28 and this field are blank, the guarantor will assume that this field is "N". This field is required only if there is an endorser or comaker.	28	Required*	Modify
30	Home #	Must be the last known home phone number for the E/C on the loan identified. This field is required only if there is an endorser or comaker.	24, 25	Required*	Modify
31	Valid?	Must be the last known condition. If this field is blank, and field 30 is completed, the guarantor will assume that this field is "Y". If field 30 and this field are blank, the guarantor will assume that this field is "N". This field is required only if there is an endorser or comaker.	30	Required*	Modify

*Fields that will be required beginning with loans first disbursed on or after September 1, 1998. However, prior to this date, this field is "If Available."

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
SECTION V: CONVERSION TO REPAYMENT INFORMATION All data provided in this section is used to monitor the time lines of the loan's conversion to repayment, according to chapter 7, Sections 7.4 - 7.4.D. of the <i>Common Manual</i>. This section is not applicable to CS, FC, or IN claims, and will not be reviewed for these claim types.					
32	Orig OSD	<p>The OSD must be less than the first payment due date and the payment due date.</p> <p>If the OSD reported by the lender does not match the guarantor's OSD, the guarantor will determine if the lender's OSD is acceptable by comparing the notification dates.</p> <p>The guarantor will accept the lender's OSD if the lender's notification date is later than the guarantor's notification date. If the lender's notification date is prior to the guarantor's notification date, the guarantor will need clarification.</p> <p>This field will be used to monitor the lender conversion to repayment, with fields 33, 34 and 35.</p>	33, 34, 35	Required	Clarify
33	Notification Dt	<p>The notification date must be less than or equal to the first payment due date and the payment due date.</p> <p>If the notification date is missing from the Claim Form, the guarantor will assume that the claim falls under normal conversion to repayment rules (see chapter 7, Section 7.4 of the <i>Common Manual</i>, and gaps and violations will be assessed according to chapter 8, subsections 8.8.A. and 8.8.B.</p>	22, 32, 34, 35	Required	Modify
34	Repayment Change?	<p>Guarantor will use this field to determine if different OSD information was received while the borrower was in repayment based on the lender's OSD of record. If "N", then conversion to repayment will be monitored based on guidelines in chapter 7, subsections 7.4.A. and B. of the <i>Common Manual</i>. If "Y", then conversion will be monitored based on chapter 7, subsection 7.4.D. of the <i>Common Manual</i>.</p>	32, 33, 35	Required	Clarify
35	1st Pmt Due Dt	<p>Must be greater than the OSD and must be less than or equal to the payment due date.</p>	32, 42	Required	Clarify

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
SECTION VI: REPAYMENT INFORMATION Data in fields 37, 38, 39 and 41 will be summed. The total number of months calculated will be added to the reported date in field 35. If the resulting calculated date found is greater than or equal to the date in field 42, the payment due date will be considered to be correct. If the resulting calculated date is less than that in field 42, then gaps in servicing may have occurred. The guarantor will request clarification of the discrepancies. This section is not applicable to CS, FC, and IN claims (except for the TOTAL AMOUNT OF BORROWER PAYMENTS field, which must be completed for CS and FC claims with borrower payments, except for payments made by third parties), and will not be reviewed for these claim types. This section does not need to be completed for DE, DI, BC, and BO claims if the borrower had not grace expired prior to the DCO.					
36	\$ Total Borrower Pmts	Must include all payments made by or on behalf of the borrower (excluding school refunds and payments received from tuition recovery funds, performance bond or other third party source), regardless of whether the funds were applied to principal or collection fees.		Required	Clarify
37	# Mnths Pmts	See Section notes.		Required	Clarify
38	# Mnths Def/Forb	See Section notes.		Required	Clarify
39	# Mnths Violation	See Section notes.	23, 47, 51	Required	Clarify
40	# Def/Forb Events	This data will be used to determine "reconversion" time for each occurrence of a deferment or forbearance. NOTE: Forbearance periods covering uninsured months should be included.	38	Required	Clarify
41	# Reconv Mnths	See Section notes.	16, 40	Required	Clarify
42	Pmt Due Dt	For claims filed as DF, DQ or DU the date in this field should equal the date condition occurred (DCO).	2	Required	Clarify

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
SECTION VII: REQUESTED CLAIM AMOUNT The amount in field 44 will be added to, and the amount in field 45 will be subtracted from, the amount in field 43 to verify the amount in field 46. The amount in field 47 will then be subtracted from the amount in field 46 to verify the amount in field 48.					
43	Total Amt Disb	<p>The amount in this field will be compared to the loans identified on the guarantor database that were previously selected based on information in Section III:</p> <ol style="list-style-type: none"> 1) If the lender's records show that more was disbursed than was guaranteed, the guarantor will remove the excess amount from the principal claimed field. The guarantor will not pay the lender more than the amount guaranteed plus any reinsurable capitalized interest minus any reduction in principal. 2) If the lender's records show that less was disbursed than was guaranteed, the guarantor will update its records to reflect the correct amount disbursed by the lender. The guarantor will not pay the lender more than the actual amount disbursed plus any reinsurable capitalized interest minus any reduction in principal. 3) If data is missing and the guarantor is able to identify the loans using field 17, the guarantor's records of disbursed amount from the field 17 loans will be used. 4) If the data is missing and the guarantor is unable to identify the loans using field 17, a lender follow-up must occur. 	17	Required	<p>Modify</p> <p>Modify</p> <p>Modify</p> <p>Clarify</p>
44	Capitalized Int	See Section notes.		Required	Clarify
45	Prin Repaid	See Section notes.		Required	Clarify
46	Prin Used For Int Claimed	See Section notes.	50	Required	Clarify
47	Cure Int Capitalized	See Section notes.	23	Required	Clarify
48	Prin Claimed	See Section notes.		Required	Modify
49	Int-Paid-Through Dt	This is the date the lender was last reimbursed interest. The guarantor will calculate the dollar amount of interest accrual between the date in this field and the date in field 50, using the amount in field 46 and the interest rate. Any amount in field 51 will be added to this total. If the amount of interest calculated does not match the amount in field 50 (within a tolerance of one month of interest accrual), the lender will need to clarify the discrepancy.	46, 50, 51	Required	Clarify

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
50	Int Claimed as of __/__/__ \$_____	<p>Both an amount and a date are required. If either is missing, the claim cannot be processed for payment.</p> <p>Interest to be paid on the claim loans will be calculated by the guarantor utilizing both the date, and the dollar amount of interest provided in this field, as follows:</p> <p>For claims filed as Type DE or DI:</p> <ul style="list-style-type: none"> <i>Filed Timely:</i> Interest amount in field 50 will be paid, as well as interest accruing from the date in field 50 through the date of purchase (or the appropriate guarantor maximum), unless prior delinquency exists with 1 or 2 violations (and no gap >45 days). If not more than two violations occurred, the guarantor will pay the amount calculated for payment based on whether the violation(s) were "made-up" (see chapter 8, subsection 8.8.C. of the <i>Common Manual</i>). <i>Filed Untimely (past the 60 day deadline):</i> The guarantor will calculate the 60th day after the date the loan(s) became claim eligible (DCO). A daily interest accrual will be calculated based on the reported outstanding principal amount and the interest rate. The number of days represented by the reported interest accrual will be calculated using the daily accrual rate, and the number will be subtracted from the date in field 50 (to identify the interest paid through date). Interest will be paid from the calculated interest paid through date to the 60th day after the DCO, unless prior delinquency exists with 1 or 2 violations (and no gaps >45 days). If not more than two violations were incurred, the guarantor will pay the lesser of: 1) the amount calculated for payment based on whether the violations were "made-up" (see chapter 8, subsection 8.8.C. of the <i>Common Manual</i>); or 2) the amount calculated for interest accrued from the interest paid through date to the 60th day after the DCO. <p>For claims filed as Type IN:</p> <ul style="list-style-type: none"> <i>Filed Timely, Final Demand Sent Timely:</i> Interest amount in field 50 will be paid, as well as interest accruing from the date in field 50 through the date of purchase (or the appropriate guarantor maximum). <i>Filed Untimely (past the 120 day deadline), Final Demand Timely:</i> The guarantor will calculate the 120th day after the date the lender sent the final demand letter. A daily interest accrual will be calculated based on 		Required	Clarify

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
50	Interest Claimed as of _/_/_/ \$_____ (Continued)	<p>the reported outstanding principal amount and the interest rate. The number of days reported by the lender will be calculated using the daily accrual rate, and the number will be subtracted from the date in field 50 (to identify the interest paid through date). Interest will be paid from the calculated interest paid through date to the calculated 120th day after the date the final demand was sent.</p> <ul style="list-style-type: none"> <i>Final Demand Untimely:</i> The guarantor will calculate the 180th day after the date notification was received (DCO) by the lender (60 days to send final demand letter and 120 days for claim filing). A daily interest accrual will be calculated based on the reported outstanding principal amount and the interest rate. The number of days reported by the lender will be calculated using the daily accrual rate, and the number will be subtracted from the date in field 50 (to identify the interest paid through date). Interest will be paid from the calculated interest paid through date to the calculated 180th day after the DCO. <p>For claims filed as Type CS or FC:</p> <ul style="list-style-type: none"> <i>Filed Timely:</i> Interest amount in field 50 will be paid, as well as interest accruing from the date in field 50 through the date of purchase (or the appropriate guarantor maximum). <i>Filed Untimely:</i> The guarantor will calculate the 60th day after the date notification was received by the lender (DCO). A daily interest accrual will be calculated based on the reported outstanding principal amount and the interest rate. The number of days reported by the lender will be calculated using the daily accrual rate, and the number will be subtracted from the date in field 50 (to identify the interest paid through date). Interest will be paid from the calculated interest paid through date to the calculated 60th day after the DCO. <p>For claims filed as Type DU:</p> <ul style="list-style-type: none"> The amount of interest accruing through the date of default (180th day after the date in field 42) will be paid. A daily interest accrual will be calculated based on the reported outstanding principal amount and the interest rate. The number of days reported by the lender will be calculated using the daily accrual rate, and the number will be subtracted from the date in field 50 (to identify the interest paid through date). Interest will be paid from the calculated interest paid through date to the calculated date of default. 		<p>Required</p> <p>Required</p>	<p>Clarify</p> <p>Clarify</p>

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
51	Unpaid Cure Int not Capitalized	Enter the amount of any accrued interest for the period of time when the guarantee was lost which has not been capitalized or paid by the borrower.	23	Required	Clarify
52	Other Charges Claimed	The lender may include the dollar amount of collection costs incurred by the lender and applied to the borrower's account within 30 days of the date those costs were actually incurred for Closed School and False Certification claims only. This dollar amount will be included in the claim payment but will be excluded from interest accrual.		Required	Clarify
SECTION VIII: LENDER/SERVICER INFORMATION AND CERTIFICATION					
53	Lender ID	Must be the current holder of the loan.		Required	Clarify
54	Servicer ID	Must be the current servicer of the loan (if there is a servicer).	55	Required*	Modify
55	Lender/Servicer Name	Must be the current servicer of the loan.	21	Required	Clarify
56	Lender/Servicer Address	Must be the address to which claim information should be communicated.	21, 55	Required	Clarify
57	Prepared By	If data not provided, use guarantor data. Note: Not required if claim is electronically transmitted.		Required	Modify
58	Preparer's #	If data not provided, use guarantor data. Note: Not required if claim is electronically transmitted.		Required	Modify
SECTION IX: COLLECTION HISTORY (180 Day Period Prior to Default Date)					
59	Borrower's Social Security #	Must be the same as field # 4.	4	Required	
60	Borrower/CoMaker(s)/Endorser(s) Date/Code	<u>Required Data Edits:</u> Claims filed for reason of default (Type code of DF, DQ or DB) must include all activities performed in the 180 day (or 240 day period for accounts with installments due less frequently than monthly) period prior to default as well as any collection or payment activities that occurred after default but prior to claim filing. Any skip-tracing activities performed prior to the 180 day period prior to default must also be reported if the address or phone was determined to be invalid prior to this period (Diligence code IA or IT), and no new address or telephone number was determined (Diligence code VA or VT).	1, 2	Required	See EDIT

*Fields that will be required beginning with loans first disbursed on or after September 1, 1998. However, prior to this date, this field is "If Available."

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
60	Borrower/ CoMaker(s)/ Endorser(s) Date/Code (Continued)	<p>Claims filed for reason of Death, Disability or Bankruptcy (Type code of DE, DI, BC, BO, or BH) that were in a delinquent status on the date of determination of claim eligibility (DCO) must also include activities performed from the due date of the first unmet installment, through the date the borrower (or PLUS student) died, became disabled or had the loan discharged in bankruptcy.</p> <p>Claims filed for reason of ineligible (IN) must include the final demand collection activity information.</p> <p>Claims filed for reason of closed school (CS) or false certification (FC) need not include any due diligence information.</p> <p>Claims filed as an abbreviated cure (DU) must include the Intensive Collection Activities performed by the lender in order to implement a cure.</p> <p>A comaker is treated the same as a borrower with regard to monitoring due diligence. Therefore, a separate set of due diligence will be monitored for each borrower and each comaker.</p> <p><u>Monitoring Edits:</u> For DF, DQ, DE, DI, DB, BC, BO, and BH claims*, the guarantor will use information in this section to monitor due diligence in accordance with requirements outlined in chapter 8 of the <i>Common Manual</i>.</p> <p>*For CS and FC claims, no due diligence will be monitored; IN claims will be monitored in accordance with chapter 8, subsection 8.8.C., Non-Default Claims; for DU claims, the ICA will be monitored according to chapter 8, subsections 8.8.K and 8.8.L.</p> <p>In monitoring due diligence, the guarantor must follow the sequence of events that occurred throughout the servicing period. Therefore, it is necessary to start at the 180th day prior to default, and ascertain what the due date was on that day; then proceed forward, noting changes in due dates, and following the applicable "normal", "skip", or "rolling delinquency" rules.</p>	1, 2	Required	See EDIT

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
60	Borrower/ CoMaker(s)/ Endorser(s) Date/Code (Continued)	<p>Claims filed as DE, DI, BC, BO, or BH which are delinquent on the DCO will be monitored during the period prior to the DCO, up to 180 days if applicable.</p> <p>The guarantor will begin by looking for any PR, CR or FB/FE codes in the diligence history to ascertain whether the delinquency rolled (i.e., the due date and/or delinquency changed during the delinquency period), which alters servicing and monitoring requirements</p> <p>The guarantor will also look for any codes indicating that skip-tracing activities must be monitored (as evidenced by the IA or IT codes appearing anywhere before, or during, the 180 day period prior to default). If so, the guarantor will monitor skip-tracing collection activities following the guidelines in the sections entitled "ADDRESS SKIP-TRACING" and/or "TELEPHONE SKIP-TRACING" of the Guarantor Procedures for Verification of Address or Telephone Skip Tracing Due Diligence.</p> <p><u>Rolling Delinquencies:</u> If there are any PR, CR and/or FB/FE codes identified in the diligence history, the account is a rolling delinquency and will be reviewed in accordance with chapter 8, subsection 8.1.D.</p> <p><u>Determining Delinquency:</u> For rolling delinquency cases, the due date on the 180th day prior to default will not equal the payment due date (field 42). To ascertain the due date on the 180th day before the default date, follow these procedures:</p> <ol style="list-style-type: none"> 1. For each PR (note: if multiple payments received on a single date, a PR code must be documented for each full payment satisfied) which occurs after the date in field 42, subtract one month from the date in field 42; 2. For each CR which occurs after the date in field 42, add one month to the date in field 42; 		Required	See EDIT

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
60	Borrower/ CoMaker(s)/ Endorser(s) Date/Code (Continued)	<p>3. For each forbearance that ends (FE) after the date in field 42, determine the number of months between the FB and FE, and subtract the number of months calculated from the date in field 42.</p> <p>4. The resulting calculated date will be the due date at the 180th day prior to default (Example: With a DCO of 1/1/94, if two PR's and one CR occurred after the DCO, the "beginning due date" calculated is 12/1/93).</p> <p><u>Monitoring Due Date Changes:</u> Once the "beginning due date" is determined, due diligence will be monitored based on that due date. Due diligence performed on or after the DCO will be monitored, up to the occurrence of a "rolling activity" (PR, CR, FB/FE). As each PR, CR or FB/FE is encountered, the guarantor must re-define the payment due date that exists on the account, to ensure proper due diligence monitoring, as follows:</p> <ol style="list-style-type: none"> 1. For each PR code, move the due date forward by one month; 2. For each CR code, move the due date backward by one month; 3. For each combination of FB/FE codes, the due date is forwarded by the number of months between the FB and FE dates. <p>Violations and gaps are assessed as described in the <u>Normal Delinquencies</u> section which follows.</p> <p><u>Resuming Due Diligence:</u> After each occasion of "forbearance" granted while waiting for documentation to prove DE, DI, FC or CS, or after a mandatory administrative forbearance, the lender must resume due diligence based on the amount of delinquency that remained on the account prior to the "forbearance" period, ensuring that no gap of over 45 days occurs.</p> <p>If an endorser exists on any loan in the claim, then endorser due diligence will be monitored in accordance with the rules listed in chapter 8, subsection 8.1.E. in the <i>Common Manual</i>, or the section entitled "ENDORSER SKIP-TRACING" in the Guarantor Procedures for Verification of Address or Telephone Skip Tracing</p>		Required	See EDIT

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
60	Borrower/ CoMaker(s)/ Endorser(s) Date/Code (Continued)	<p>Due Diligence. This requirement is monitored in the same manner as described for an account brought current following a deferment or forbearance.</p> <p><u>Monitoring Cures:</u> If the guarantee was lost, and a subsequent PR occurs, the guarantee is cured. If the account is brought current, with a due date established within 45 days of the date of the PR.</p> <p>If the guarantor determines that the guarantee was lost, and there is an amount in field 47 and/or field 51, and there is a number in field 39, the guarantor will recognize that a cure was implemented and will require the removal of the non-reinsured capitalized interest prior to claim payment. In this case, the guarantor will not modify the payment due date (field 42), and due diligence will be monitored based on the date in field 42.</p> <p><u>Inadvertent Cure:</u> If it is determined that the guarantee was lost (e.g., violations/gaps at conversion to repayment sufficient to cancel the guarantee), and later a PR (or other curing instrument) was received that was not recognized as a cure i.e.; not used to bring current), the lender may have an "inadvertent" cure. In this case, the guarantor will review the claim based on the appropriate due diligence requirements.</p> <p><u>Normal Delinquencies:</u> If there is a "normal" uninterrupted delinquency period (i.e., there is no evidence of skip or rolling delinquency), then the guarantor will use the guidelines as listed in chapter 8, subsection 8.1.D. of the <i>Common Manual</i>.</p> <p>One (1) violation will be cited for each borrower LC, PC, and FD not performed as required, as well as for one, or both diligent efforts in a set, not completed as required (i.e., one of two telephone attempts, or two telephone attempts, not completed result in a single violation).</p> <p>If an endorser exists for any loan in the claim file, the endorser due diligence will be monitored in accordance with chapter 8, subsection 8.1.E. of the Common</p>		Required	See EDIT

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action										
60	Borrower/ CoMaker(s)/ Endorser(s) Date/Code (Continued)	<p>Manual, or the section entitled "ENDORSER SKIP-TRACING" in the Guarantor Procedures for Verification of Address or Telephone Skip Tracing Due Diligence.</p> <p><u>Skip Delinquencies:</u> If any IA or IT codes are identified for borrowers/comakers in the diligence history, the period in the history that is covered by an invalid address/phone will be reviewed using rules listed in the subsections entitled "ADDRESS SKIP-TRACING" (for IA) or "PHONE SKIP-TRACING"(for IT) in the Guarantor Procedures for Verification of Address or Telephone Skip Tracing Due Diligence (endorser due diligence must continue, unless the endorser(s) is a skip; if so, endorser skip diligence will be monitored in accordance with the section entitled "ENDORSER SKIP TRACING" in the Guarantor Procedures for Verification of Address or Telephone Skip Tracing Due Diligence.</p> <p><u>Skip Unresolved:</u> <i>Address Unknown:</i> If no new address (VA) is obtained for the borrower, skip-tracing must be completed by the date of default. To "complete" skip diligence, the lender must perform at least the following activities:</p> <table><tr><th><u>Minimum Number of Activities Needed</u></th><th><u>Type of Activities Needed</u></th></tr><tr><td>2</td><td>SR or SA</td></tr><tr><td>1</td><td>SS</td></tr><tr><td>1</td><td>SA to Endorser (if applicable)</td></tr><tr><td>2</td><td>SO</td></tr></table>	<u>Minimum Number of Activities Needed</u>	<u>Type of Activities Needed</u>	2	SR or SA	1	SS	1	SA to Endorser (if applicable)	2	SO		Required	See EDIT
<u>Minimum Number of Activities Needed</u>	<u>Type of Activities Needed</u>														
2	SR or SA														
1	SS														
1	SA to Endorser (if applicable)														
2	SO														

Field#	Field	Edit	Depend Fields	Lender Action	Guarantor Action
60	Borrower/ CoMaker(s)/ Endorser(s) Date/Code (Continued)	<p><i>Telephone Number Unknown:</i> If no new telephone number (VT) is obtained for the borrower, skip-tracing must be completed by the date of default. To "complete" skip diligence, the lender must perform the minimum activities shown above for Address Unknown with the exception of the SO requirements. In addition, the lender is required to make at least one inquiry to Directory Assistance or a comparable database, such as MetroNet, Find America, or Electronic White Pages (SD).</p> <p>If all required activities are not performed, violations and gaps will be monitored in accordance with subsection 8.8.A. of the <i>Common Manual</i>.</p> <p><u>Skip Resolved Based on New Borrower Address and/or Telephone:</u> If a new address (VA) or phone number (VT) is obtained for the borrower, due diligence must be resumed based on the delinquency which exists on the account at that time. The lender's due diligence must resume no more than 45 days from the date of the VA or VT. Due diligence will be monitored in accordance with chapter 8, subsections 8.1.B. and 8.1.D. of the <i>Common Manual</i>.</p> <p><u>Resuming Servicing After Claim Return:</u> If a lender files a claim before the loans are truly claim eligible (e.g., a claim filed as IN, FC, CS, or DI that is not eligible for purchase, or an inadvertent cure that is not in default based on the technical due date), the claim will be returned to the lender to resume servicing. Due diligence must be resumed based on the amount of delinquency that existed on the account at the time the claim was filed. Due diligence will be monitored in accordance with chapter 8, subsection 8.4.B. of the <i>Common Manual</i>.</p>		Required	See EDIT

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